



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

DEC 21 2006

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

**MEMORANDUM**

**SUBJECT:** Agency EMS Objectives, Targets, and Metrics for CYs 06 and 07

**FROM:** Luis A. Luna  
Assistant Administrator

**TO:** Assistant Administrators  
General Counsel  
Inspector General  
Chief Financial Officer  
Associate Administrators  
Regional Administrators  
Staff Office Directors

As a follow-up to the Administrator's October 16, 2006, memorandum regarding EPA's commitment to Environmental Management Systems (EMS), I am pleased to distribute the attached "Agencywide Environmental Management System Objectives, Targets, and Metrics for CYs 2006 and 2007." This document summarizes the many Federal requirements pertaining to "greening" the Government and environmental stewardship. It also provides specific targets and metrics that will help measure our progress towards compliance and leading by example.

Establishing this EMS framework has been a broad collaboration involving EPA's program offices and the 34 facilities with established EMS activities. We look forward to continuing our partnership efforts throughout the Agency to promote leadership in compliance assurance and environmental stewardship. Questions regarding this important program should be directed to Maude Bullock, Acting Director of the Safety, Health and Environmental Management Division, on 202-564-1640, or via e-mail at: [Bullock.Maude@epa.gov](mailto:Bullock.Maude@epa.gov).

Attachments



Printed on Recycled Paper

# Agencywide Environmental Management System Objectives, Targets, and Metrics, CYs 2006 and 2007

Final, November 2006



## **Key stakeholders were consulted to ensure the objectives and associated targets and metrics accurately reflect Agencywide priorities and can be effectively institutionalized**

### **► Organizations that have been briefed /collaborated with to date, include:**

- Office of the Federal Environmental Executive (OFEE)
- Office of Policy Economics and Innovation (OPEI)
- Office of Research and Development (ORD)
- Office of Air and Radiation (OAR)
- Office of Prevention, Pesticides and Toxic Substances (OPPTS)
- Office of Water (OW)
- Office of Environmental Enforcement and Quality Assurance (OECA)
- Office of Environmental Information (OEI)
- Office of Acquisition Management (OAM)
- Innovation Action Council (IAC)
- Assistant Regional Administrators (ARAs)
- Regional Science and Technology Directors
- Environmental Stewardship Workgroup
- Federal Electronics Challenge Workgroup
- Agency EMS Coordinators



# Agencywide EMS Objectives and Targets for Calendar Years 2006 and 2007

## EPA Office Locations

No.	Office Locations Objectives	Target CY-06 / CY-07	Metric	Frequency	Drivers	Lead Office
1.	<b>Energy Management.</b> Through life-cycle cost-effective methods, EPA Office facilities shall strive to reduce resource consumption and the Agency's carbon footprint through energy conservation practices.	1.1. EPA Offices will reduce energy use through energy efficient products, technologies, and practices consistent with the spirit of the Energy Policy Act of 2005 (EPAct 2005).	Number of EPA Offices that have identified and evaluated energy conservation project opportunities  Number of EPA Offices that have implemented energy conservation projects	Semiannually	Internal stewardship goals in the EPA Strategic Plan and local EMSs	OAS (FMSD/SFPB)
2.	<b>Vehicle Use and Transportation Programs.</b> Through life cycle cost-effective methods, continue emphasis on Alternative Fuel Vehicle (AFV) acquisitions, improving efficiency in non-AFV acquisitions, and reducing reliance on petroleum-based energy sources by ensuring alternative fuel-capable fleet vehicles are operated on these fuels exclusively. Reduce conventional air pollutants, greenhouse gases (GHGs) and energy usage by increasing participation in Alternative Transportation. Alternative transportation means transportation by bus, rail, or any other publicly or privately owned conveyance that provides to the public general or special service on a regular basis, including carpools and vanpools. Such term also includes a non-motorized transportation system (including the provision of facilities for pedestrians, bicycles, and non-motorized watercraft). [Note: This objective focuses on the EPA-owned vehicle fleet.]	2.1. 75% of fleet acquisitions meet AFV requirements.	% fleet acquisitions that meet AFV requirements	Semiannually	EPAct 2005 – Sec. 303 E.O. 13149 – Sec.202(a) OMB Transp. Scorecard	OAS (FMSD) with input from Fleet Managers
		2.2. Alternative fuels comprise the majority (100%) of fuels used in AFVs.	% AF-capable vehicles operating exclusively on alternative fuels	Quarterly*	EPAct 2005 – Sec. 303 E.O.13149 – Sec.202(a) OMB Transp. Scorecard	OAS (FMSD) with input from Fleet Managers
		2.3. Average fleet fuel economy increases by 3 mpg on average compared with the applicable baseline.	Average fleet fuel economy in miles per gallon (mpg)	Quarterly*	E.O.13149 – Sec. 202(b), OMB Transp. Scorecard	OAS (FMSD) with input from Fleet Managers
		2.4. Total petroleum used by vehicle fleet (in gallons) is 20 percent below the applicable baseline.	Total petroleum use of vehicle fleet in gallons	Quarterly*	E.O.13149 – Sec. 201, OMB Transp. Scorecard	OAS (FMSD) with input from Fleet Managers
		2.5. Confirm/baseline % of office employees participating in Alternative Transportation Programs.	% of employees actively participating in Alternative Transportation Programs	Semiannually	E.O. 13150	OAS (SHEMD with assistance from FMSD)

\*Data will be entered into the Automotive Statistical Tool (AST) database monthly



# Agencywide EMS Objectives and Targets for Calendar Years 2006 and 2007

## EPA Office Locations (continued)

No.	Office Locations Objectives	Target CY-06 / CY-07	Metric	Frequency	Drivers	Lead Office
3.	<b>Affirmative Procurement.</b> Promote the Affirmative Procurement Program (APP) for green products, including encouraging pilots for new products & green practices, and ensuring procurement of mandatory energy efficient products and services as required by EAct 2005.	3.1. Verify compliance with the Agency Affirmative Procurement Program.	All 13 OAM operating divisions and 10 regional contracting offices will have APP as a component of their Quality Assurance Plan (QAP).	Quarterly	E.O. 13101 – Sec. 401 & 402 OMB Environmental Stewardship Scorecard	OAM (PTOD)
		3.2. EPA has in place a comprehensive APP for environmentally preferable products consistent with OMB Scorecard requirements (for green).	Number of acquisition personnel trained in the updated APP	Quarterly	E.O. 13101 – Sec. 401 & 402 OMB Environmental Stewardship Scorecard	OAM (PTOD)
4.	<b>Paper Consumption.</b> Reduce Agency paper consumption burdens by maximizing the level of post-consumer material content in paper products. The minimum level of post-consumer content shall be 30%.	4.1. Confirm/baseline % post-consumer content for all required paper types at EPA facilities.	% of post-consumer material content of paper products at EPA Office facilities	Quarterly	E.O.13101 – Sec. 505	OAS (SHEMD/FMSD)*
		4.2. 100% of all paper purchased at EPA facilities will minimally be 30% post-consumer material by content (except where exempted by EO).	% of paper purchases having 30% or greater post-consumer material content	Quarterly	E.O.13101 – Sec.505	OAS (SHEMD/FMSD)*

\*OAM (PTOD) will provide paper purchasing data acquired under the Green Blanket Purchase Agreement



# Agencywide EMS Objectives and Targets for Calendar Years 2006 and 2007

## EPA Office Locations (continued)

No.	Office Locations Objectives	Target CY-06 / CY 07	Metric	Frequency	Drivers	Lead Office
5.	<b>Recycling.</b> Promote solid waste diversion rates and environmental stewardship by collecting toner cartridges for remanufacturing, and incorporating batteries, scrap metal, and fluorescent lamps into existing P2 and recycling programs. By 2010, increase the amount of waste recycled or reused by 25%.	5.1. Establish a baseline of the amount of solid waste that is recycled or reused across EPA Office facilities.	Number of EPA Office facilities that have established baselines	Quarterly	E.O. 13101 – Sec. 601 and 705	OAS (FMSD/ SHEMD)
		5.2. Convene working group to perform an assessment to determine appropriate long-term target and metric(s) for recycling.	Number of working group meetings conducted and documented  Number of target and metric proposals developed, evaluated and brought forward for implementation to achieve long-term recycling outcomes	Quarterly	E.O. 13101 – Sec. 601 and 705	OAS (FMSD/ SHEMD)
6.	<b>Electronic Stewardship.</b> Promote electronic stewardship through purchase, operation, and end of life management strategies for electronic assets and by integrating electronic assets into personal property management systems and programs.	6.1. EPA will have 26 organizations that have completed their FEC partner registrations.	Number of EPA designated organizations that have completed their FEC partner registrations.	Semiannually	Interagency Electronic Stewardship MOU; Federal Electronics Challenge (FEC)	OEI (EDSD) with input from the Regional Offices and Program Offices
		6.2. Develop and implement the Agency Action Plan for meeting Electronic Stewardship MOU goals and objectives.	% of EPA designated organizations meeting applicable FEC Partner requirements within designated timeframes.	Quarterly	Interagency Electronic Stewardship MOU; OMB Environmental Stewardship Scorecard	OEI (EDSD) with input from the Regional Offices and Program Offices
7.	<b>Sustainable Design.</b> Promote sustainable design in all new EPA Office facilities and major repair and improvement projects consistent with the High Performance Building MOU.	7.1. Implement the Agency Green Check program to explicitly set environmental performance goals for all new major facility and major repair and improvement projects.	% of new major facility and major repair and improvement projects that have gone through the Green Check process (incorporating sustainable design principles)	Semiannually	E.O. 13123 – Sec. 403(d) OMB Environmental Stewardship and Energy Scorecards	OAS (FMSD)



# Agencywide EMS Objectives and Targets for Calendar Years 2006 and 2007

## EPA Laboratories

No.	Laboratory Objectives	Target CY-06 / CY-07	Metric	Frequency	Drivers	Lead Office
1.	<b>Energy Management.</b> Through life-cycle cost-effective methods, EPA Laboratory facilities shall reduce energy consumption every year beginning in FY 2006 up to a cumulative reduction of 20% by 2015. All EPA Laboratory facilities shall use at least 2.5% renewable energy as a percentage of facility electricity use. Reduce water consumption-related energy use. (Note: This objective does not apply to EPA facilities determined to be exempt from the EPACT requirements as a result of certain GSA ownership/lease agreements).	1.1. EPA will reduce its energy use in accordance with EPAct 2005, which requires EPA to reduce FY 2006 aggregate energy use by 2% below FY 2003; however, to meet statutory requirements EPA must reduce its energy use by 5.4% in 2006 (individual locations have assigned specific targets to meet aggregate target).	British Thermal Unit (BTU) per gross square foot	Quarterly	EPAct 2005 – Sec. 102 OMB Energy Scorecard	OAS (FMSD/SFPB)
		1.2. Determine proportion of renewable source electricity used as a % of total consumption.	% electricity use from renewable sources	Semiannually	EPAct 2005 – Sec. 203 OMB Energy Scorecard	OAS (FMSD/SFPB)
		1.3. Reduce total water use 15% by FY 2010 (from a 2000 baseline).	Water use (gallons per year)  Number of water conservation projects identified and evaluated  Number of water conservation project implemented	Semiannually	E.O. 13123, Sec. 503(f) and EPA Internal Goal	OAS (FMSD/SFPB)
		1.4. Develop and implement a plan to meter energy use in 100 percent of appropriate facilities by 2012.	% of EPA Laboratories implementing the metering plan	Semiannually	E.O. 13123, Sec. 503(f), EPA Internal Goal ,OMB Energy Scorecard	OAS (FMSD/SFPB)



# Agencywide EMS Objectives and Targets for Calendar Years 2006 and 2007

## EPA Laboratories (continued)

No.	Laboratory Objectives	Target CY-06 / CY-07	Metric	Frequency	Drivers	Lead Office
2.	<b>Chemical Management.</b> Promote responsible chemical management by minimizing the use of toxic chemicals (including EPA-designated EO 13148 Priority Chemicals) and hazardous substances. Toxic chemicals are defined as those identified by EPCRA and PPA (see 40 CFR 372.65) whereas hazardous substances include the CERCLA-regulated substances identified in 40 CFR 372.101.	2.1. Establish a baseline of the amount of "toxic chemicals"* used across EPA Laboratories.	Amount of Toxic Chemicals used at all EPA Laboratories:  Research/Program/Enforcement Laboratories**: On a total consumption basis  Regional Laboratories: On a per sample or per analysis basis	Quarterly (with annual roll-up)	E.O.13148 – Sec. 503	OAS (SHEMD) with input from Laboratory Directors
		2.2. Establish chemical management technical working group (with representatives from the EPA/Regional, Research, Program, and Enforcement Laboratory community and the Program Offices that support toxic chemical reductions, e.g. – OW, OSWER, OPPTS); hold quarterly meetings to identify and coordinate implementation of pollution prevention best practices across the laboratories.	Number of meetings held and documented  Number of recommended process changes that focus on chemical use reduction  Number of process changes implemented  Number of analytical method changes recommended to program offices for action that are aimed at chemical use reduction  Number of analytical method changes approved	Quarterly	E.O. 13148 – Sec. 503	OAS (SHEMD) with inputs from Laboratory Directors
		2.3. Locally identify opportunities for reducing chemical use for at least three of the top 15 toxic chemicals with quantitative targets set for those opportunities by the end of calendar year 2007 (CY07).	Agencywide, number of laboratory facilities that have identified, screened, and evaluated chemical reduction opportunities  Agencywide, number of laboratory facilities that have established baselines for each opportunity selected for implementation  Agencywide, number of laboratory facilities that have established quantitative reduction targets	Quarterly	E.O. 13148 – Sec. 503	OAS (SHEMD) with input from Laboratory Directors

\*Toxic Chemicals are defined as the 5 Priority Chemicals identified by the Interagency Working Group (2004 list; cadmium, lead, PCBs, mercury, and naphthalene) and the top ten TRI chemicals identified in EO 13148 Reports by EPA Laboratories (acetonitrile, formaldehyde, hexane, hydrochloric acid, methanol, methylene chloride, nitric acid, toluene, sulfuric acid, and xylene).

\*\*e.g., ORD, NEIC, OPP, OAR laboratories.





# Agencywide EMS Objectives and Targets for Calendar Years 2006 and 2007

## EPA Laboratories (continued)

No.	Laboratory Objectives	Target CY-06 / CY-07	Metric	Frequency	Drivers	Lead Office
3.	<b>Affirmative Procurement.</b> Promote the Affirmative Procurement Program (APP) for green products, including encouraging pilots for new products & green practices, and ensuring procurement of mandatory energy efficient products and services as required by EPAAct 2005.	3.1. Verify compliance with the Agency Affirmative Procurement Program.	All 13 OAM operating divisions and 10 regional contracting offices will have APP as a component of their Quality Assurance Plan (QAP).	Quarterly	E.O. 13101 – Sec. 401 & 402 OMB Environmental Stewardship Scorecard	OAM (PTOD)
		3.2. EPA has in place a comprehensive APP for environmentally preferable products consistent with OMB Scorecard requirements (for green).	Number of acquisition personnel trained in the updated APP	Quarterly	E.O. 13101 – Sec. 401 & 402 OMB Environmental Stewardship Scorecard	OAM (PTOD)
4.	<b>Vehicle Use.</b> Continue emphasis on Alternative Fuel Vehicle (AFV) acquisitions, improving efficiency in non-AFV acquisitions, and reducing reliance on petroleum-based energy sources by ensuring alternative fuel-capable fleet vehicles are operated on these fuels exclusively	4.1. 75% of fleet acquisitions meet AFV requirements.	% fleet acquisitions that meet AFV requirements	Semiannually	EPAct 2005 – Sec. 303 E.O. 13149 – Sec.202(a) OMB Transp. Scorecard	OAS (FMDS)
		4.2. Alternative fuels comprise the majority (100%) of fuels used in AFVs.	% AF-capable vehicles operating exclusively on alternative fuels	Quarterly*	EPAct 2005– Sec. 303 E.O.13149 – Sec.202(a) OMB Transp. Scorecard	OAS (FMDS)
		4.3. Average fleet fuel economy increases by 3 mpg on average compared with the appropriate baseline.	Average fleet fuel economy in miles per gallon (mpg)	Quarterly*	E.O.13149 – Sec. 202(b) OMB Transp. Scorecard	OAS (FMDS)
		4.4. Total petroleum used by vehicle fleet (in gallons) is 20 percent below the appropriate baseline.	Total petroleum use of vehicle fleet in gallons	Quarterly*	E.O.13149 – Sec. 201 OMB Transp. Scorecard	OAS (FMDS)

\*Data will be entered into the Automotive Statistical Tool (AST) database monthly



## Agencywide EMS Objectives and Targets for Calendar Years 2006 and 2007

### EPA Laboratories (continued)

No.	Laboratory Objectives	Target CY-06 / CY-07	Metric	Frequency	Drivers	Lead Office
5.	<b>Electronic Stewardship.</b> Promote electronic stewardship through purchase, operation, and end of life management strategies for electronic assets and by integrating electronic assets into personal property management systems and programs.	5.1. Establish a working group (with meetings quarterly) to identify, evaluate, and determine feasible electronics stewardship strategies and practices for EPA Laboratories.	Number of working group meetings held to determine laboratory electronics stewardship opportunities  Number of opportunities selected for piloting or implementation	Quarterly	Federal Electronics Challenge; Interagency FEC MOU	OEI/OTO P/ EDSD (CDSB)
6.	<b>Recycling.</b> Promote solid waste diversion rates and environmental stewardship by collecting toner cartridges for remanufacturing, and incorporating batteries, scrap metal, and fluorescent lamps into existing P2 and recycling programs. By 2010, increase the amount of waste recycled or reused by 25%.	6.1. Establish a baseline of the amount of solid waste that is recycled or reused across EPA Laboratories.	Number of EPA Laboratories that have established baselines	Quarterly	E.O. 13101 – Sec. 601 and 705	OAS (FMSD/ SHEMD)
		6.2. Convene working group to perform an assessment to determine appropriate long-term target and metric(s) for recycling.	Number of working group meetings conducted and documented  Number of target and metric proposals developed, evaluated and brought forward for implementation to achieve long-term recycling outcomes	Quarterly	E.O. 13101 – Sec. 601 and 705	OAS (FMSD/ SHEMD)
7.	<b>Sustainable Design.</b> Promote sustainable design in all new EPA Laboratories and major repair and improvement projects consistent with the High Performance Building MOU.	7.1. Implement the Agency Green Check program to explicitly set environmental performance goals for all new major facility and major repair and improvement projects.	% of new major facility and major repair and improvement projects that have gone through the Green Check process (incorporating sustainable design principles)	Semiannually	E.O. 13123 – Sec. 403(d) OMB Environmental Stewardship and Energy Scorecards	OAS (FMSD)

